

MISSOURI ANG OFFICER VACANCY ANNOUNCEMENT

POINT OF CONTACT:

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POSITION, TITLE, LOCATION

Traditional Guardsman (Part-time)
Public Affairs Officer- 35PX
Whiteman AFB, MO/131 BW

NUMBER OF POSITIONS:

1

OPENING DATE:

14 Sept. 20

CLOSING DATE:

14 Nov. 2020

AREA OF CONSIDERATION: All officers (O-3 and below) who meet qualifications.

DUTIES:

A Public Affairs Officer operates within the 131st Bomb Wing Public Affairs Office as part of a team responsible for the public relations operations of all wing and associated units and personnel at Whiteman AFB, Lambert Field and Jefferson Barracks (St. Louis). These services include command information, community relations and media engagement, and employ traditional and emerging media channels and interpersonal relationships to advance the goals and mission of the wing, the Missouri Air National Guard and the United States Air Force. Public Affairs Officers plan and organize activities such as:

- Integrate with active duty Air Force public affairs staff for total force operations in support of the federal B-2 Spirit strategic bombing deterrence and assurance missions.
- Ensure readiness of self and of traditional and full-time public affairs Guard members to deploy in support of state emergency duties and overseas contingencies.
- Research, develop, coordinate, execute and evaluate comprehensive communication plans to support peacetime, exercise, contingency and wartime operations.
- Provide junior public affairs team members with necessary guidance, information, knowledge and training to accomplish mission goals and objectives.
- Develop techniques and establish internal controls to manage public affairs operations, establishing performance standards, work schedules and priorities.
- Continuously monitor, analyze and report on the information environment for factors that could potentially impact wing operations, and make recommendations to senior leaders on appropriate engagement, messaging and response strategies and tactics.
- Oversee and guide the use of a diverse range of communication channels and media to reach key military, media and community audiences.
- Monitor and manage key metrics and policy/compliance items essential to operating an effective public affairs program.
- Serve as information public release review and approval authority for all wing activities.
- Perform the public affairs project officer role for high-visibility wing-wide projects, activities, training, distinguished visitor visits and other events.
- As assigned, maintain membership in ongoing and ad hoc wing committees and workgroups to provide public affairs counsel and services as required.
- Identify trends and patterns and recommend ways to innovate public affairs methods in accordance with evolving industry and military public relations best practices.
- Serve as acting chief of public affairs in the absence of the incumbent.

QUALIFICATIONS:

- Undergraduate or Graduate degree.
- Tier One Degrees: Communication , Journalism and Related Programs.
- Tier Two Degrees (mandatory waiver) International Relations and National Security Studies, Political Science and Government or Marketing degree.
- A valid state driver's license to operate government motor vehicles in accordance with AFI 24-301, Vehicle Operations.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for:
 - Failure to exercise sound leadership principles, especially with respect to morale or welfare of subordinates;
 - Engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships; or documented failures (LOA, LOR or Article 15);
 - Taking or failing to take action in situations, thereby exhibiting a lack of integrity;
 - A violation of Article 107, false official statements, Uniform Code of Military Justice (UCMJ).
 - No convictions by a general, special or summary courts-martial.
 - No Unfavorable Information File. Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.
- No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.
- Current passing FIT test (within 12 months)
- Current green ASIMS (medical)

EVALUATION PROCESS: Applications must be received by COB on closing date. Applicants are required to meet a board. Selectee will be assigned to compatible military position in the 131BW at Whiteman AFB. If selectee does not possess the 35PX AFSC, then they are required to attend technical school.

APPLICATION MUST CONTAIN:

- 1) Military & Civilian Resume; include contact info
- 2) AFOQT Scores;
 - If you have already taken then AFOQT you can get your results at:
<https://w20.afpc.randolph.af.mil/afqtsnet20/DODBanner.aspx>
- 3) College transcripts – from degree granting university only
- 4) Letters of Recommendation (1-3) Optional
- 5) Prior Service documents (DD214's, NGB 22's, Career Data Brief (from V-Mpf)
- 7) Passing FIT test within last 12 months
- 8) Medical ASIMS report (all green)

Scan and email complete package **johnny.cox.3@us.af.mil**